



NSSC FY 2022 Request for Assistance (RFA) Form Supplemental Guidance Document

Entry is restricted to USDA only. The Form automatically records the name and email address of the person entering a response.

Form Questions

A. Soil Survey Regional Office requesting assistance (if soil survey office level request):

Link to map of soil survey regions:

https://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/contactus/?cid=nrcs142p2_053892

Response required. Select the appropriate Region from the list.

A vertical dropdown menu with a light gray background and a thin border. It contains eight text options: North Central, North East, North West, South Central, South East, South West, Alaska, and N/A. The text is in a standard sans-serif font.

B. State Office or Territory requesting assistance (if state office level request):

Please use 2 letter state abbreviation (ex. NE for Nebraska)

Response required. Indicate the state from which the project will be submitted. For State-level requests, indicate which state is entering the request for assistance and please include your Regional Director during project planning and approval.

C. Soil Survey Office (SSO) requesting assistance?

example: 1-IDF Idaho Falls, Idaho



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D. Which NSSC Branch are you requesting assistance from?

- Research
- Soil Business Systems
- National Ecological Sites
- PLANTS
- Kellogg Soil Survey Laboratory (KSSL)

Required question. Based on the selection for which National Soil Survey Center (NSSC) branch you are requesting assistance from, the questions follow a different path.

For Research RFA submissions:

D1. What type of assistance is being requested from NSSC-Research?

Required question. Please enter a short description of the specific type of assistance you are requesting from the Research branch. Include information such as the project name, grant, or agreement with which the project may be associated. If there is a specific person or group you are requesting assistance from, please include their name here.

after this question, skips down to question E

For Soil Business Systems RFA submissions:

D2. What type of assistance is being requested from NSSC-Soil Business Systems?

Please enter a short description of the specific type of assistance you are requesting from the Soil Business Systems branch. Include information such as the project name and objectives with which the project may be associated. If there is a specific person or group you are requesting assistance from, please include their name here.

after this question, skips down to question E

For National Ecological Sites RFA submissions:

D3. What type of assistance is being requested from NSSC-National Ecological Sites?

Please include a short description of the specific type of assistance you are requesting from the National Ecological Sites branch. Include information such as the project name and objectives with which the project may be associated. If there is a specific person or group you are requesting assistance from, please include their name here.

after this question, skips down to question E

For PLANTS RFA submissions:

D4. What type of assistance is being requested from NSSC-PLANTS?

Please include a short description of the specific type of assistance you are requesting from the PLANTS branch. Include information such as the project name and objectives with which the project may be associated. If there is a specific person or group you are requesting assistance from, please include their name here.

after this question, skips down to question E



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For Kellogg Soil Survey Laboratory submissions:

D5. What type of assistance is being requested from NSSC-KSSL?

Select the type of assistance from the list:

5. What type of assistance is being requested from KSSL? *

If you select the option for 'laboratory analysis' or 'laboratory analysis for DSP Intensive tier project', you will be able to indicate a request for equipment, consumables, and/or shipping supplies in a later question.

☐ Laboratory analysis

☐ Laboratory analysis for DSP Intensive tier project

☐ Supplies for DSP Intermediate tier project

☐ IRIS Tubes

☐ MIR only

☐ Equipment, Consumables, or Shipping Supplies ONLY

☐ Other

Laboratory analysis:

For general characterization projects or special projects to be analyzed at KSSL. You will be able to indicate a request for equipment, consumables, and/or shipping supplies in a later question (question D5a).

Laboratory analysis for DSP Intensive tier:

For DSP Intensive tier projects to be analyzed at KSSL. You will be able to indicate a request for equipment, consumables, and/or shipping supplies in a later question (question D5a).

Supplies for DSP Intermediate tier:

This selection provides only sample consumables for the DSP intermediate tier requirements. No analysis is performed at the KSSL for DSP Intermediate tier projects. Skip to question D5b.

IRIS Tubes:

For obtaining IRIS tubes prepared by the KSSL only. If IRIS tubes are part of a project that also requires laboratory analysis, please instead choose the selection for 'Laboratory analysis' and add an additional comment that IRIS tubes are required for the project at the end of the form. Skip to question D5c.

19. Please enter any additional comments, information, or requests here (if necessary):



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MIR only: Specific to MIR model validation samples or remote technical assistance. Skip to question D5d

Equipment, consumables, or shipping supplies ONLY:

This selection provides for equipment, consumables or shipping supplies ONLY where no samples will be sent to KSSL for analysis. If you need equipment, consumables, and/or supplies AND laboratory analysis by KSSL, please choose the selection for 'Laboratory analysis' instead. Skip to question D5b.

Other: If you have a specific request for KSSL assistance that does not fit under any of the other selections, please choose "Other" and type a brief explanation of what is requested. We will do our best to fulfill the request or refer you to the correct person or office. You will be able to indicate a request for equipment, consumables, and/or shipping supplies in a later question (question D5a).

D5a. Do you need equipment, consumables, or shipping supplies for this request?

- ☐ Yes – skip to question D5b
- ☐ No – skip to question D5d

D5b. What equipment, consumables, or shipping supplies are needed?

Link to description of Sampling Equipment and Supplies:

https://www.nrcs.usda.gov/wps/PA_NRCSCConsumption/download?cid=nrcseprd1830821&ext=pdf

D5c. When do you need the equipment/consumables/shipping supplies requested?

Contact KSSL with the shipping address at least 30 days in advance date. Please provide the project name from the RFA when contacting the KSSL to follow up on your request for equipment, consumables, or shipping supplies.

D5d. What is the Project Name?

DO NOT ENTER MULTIPLE PROJECTS ON ONE ENTRY! Make a separate entry for each!
Please only put one project entry per form submission. Each project requires its own project entry to accommodate the requirements of each individual project.

If this project is entered in NASIS, use the same Project Name as is entered in NASIS. If this is a non-NASIS project, please enter a concise but descriptive title for this field. Project names for Non-NASIS projects can address the focus of the project: Field Trip name, soil judging, soil texture for organization, etc.

If you will be submitting samples to KSSL for analysis, please make sure the Project Name you use on the submission documents match what is entered as the project name or title on this Request for Assistance form. When working with Liaisons and KSSL staff, you will be asked to refer to the Project Name and/or NASIS User Project ID. This will help us locate the project RFA including information such as project timing, needs, and objectives.



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D5e. What is the NASIS User Project ID?

If this project is not entered in NASIS, please respond with N/A.

E. Name of Project Contact Person / Project Lead

Required question. This information is needed so NSSC staff and/or KSSL liaisons know who to contact in case there are any other questions or concerns about the project or if additional information is required.

F. Email of Project Contact Person / Project Lead

Required question.

G. What is the proposed start date of the assistance?

Required question. For sampling projects, indicate the proposed sampling date.

H. Indicate the KSSL Regional Liaison for your area

Link to Service Region Liaisons:

https://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/contactus/?cid=nrcs142p2_053896

Please select the KSSL Liaisons from your Region. If the project coordinator or NSSC point of contact for this submission is not listed here, please choose "Other" and enter the name of the person from NSSC coordinating this project.

For NSSC-Research, NSSC-Soil Business Systems, NSSC- National Ecological Sites, or NSSC-PLANTS assistance requests:

If you are requesting assistance from a specific person or team, please select "Other" and enter the name of the person or team you are requesting assistance from. You may also select the option for "N/A – no KSSL lab analysis required".

I. If this request for assistance requires laboratory analysis by KSSL, please estimate the number of SAMPLES to be shipped to KSSL:

Please estimate the number of samples requested for analysis at KSSL. Please include the number of distinct samples (i.e. bulk, clod, soil core); do not count one horizon or layer as one sample. This is especially important for DSP Intensive tier projects.

Example: if you will be sampling a single horizon and collect 1 bulk sample and 3 clod samples from the horizon, you would enter "4" as the number of samples to be shipped to KSSL. If you will be sampling 4 horizons, collecting 1 bulk sample and 3 clod samples from each horizon, you would enter "16" as the number of samples to be shipped to KSSL.

For NSSC-Research, NSSC-Soil Business Systems, NSSC- National Ecological Sites, or NSSC-PLANTS: *This question likely does not apply to your request. You may skip this question or enter "N/A".*



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J. If this request for assistance requires laboratory analysis by KSSL, please indicate the COUNTY / COUNTIES where samples are being collected:

Please list the county name and FIPS code - example: Lancaster (NE109)

For NSSC-Research, NSSC-Soil Business Systems, NSSC- National Ecological Sites, or NSSC-PLANTS: This question likely does not apply for your request. You may skip this question or enter "N/A".

K. Name any non-NRCS cooperators involved in the project:

This information is key to project progress and success and ensures effective communication between KSSL and non-NRCS partners. Examples include: US Forest Service, BLM, EPA, or partnering universities. If there are no non-NRCS cooperators involved, leave this question blank.

L. Please enter any additional comments, information, or requests here (if necessary):

Use this space to enter any additional information regarding project focus, specific project needs or analyses/results of special interest.